Report Management and Distribution System

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Chapter 13: Report Management and Distribution System

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13.1 Introduction to Report Management and Distribution System

The Report Management and Distribution System (RMDS) is an IBM product that provides an intermediate area to view reports online before they are routed to a final destination. It offers one main menu from which you can select the task you wish to perform. If you know the name of a report, you can display or print it directly from this menu.

If at any time you have difficulty using the RMDS, press **F1** for online Help.

You can route a report you have created to the RMDS by selecting the RMDS print destination within CICS or QMF. NSLDS automatically copies on-request reports and scheduled reports to the RMDS. From the RMDS, you can send a copy of the report to any other valid report destination.

13.2 Using Report Management and Distribution System

Use the RMDS to perform the following tasks:

- Access a report stored in the RMDS library and display or print selected pages from the report

- Send all or selected pages of a report to a variety of output media, including a hard copy printout

13.2.1 Logging On and Accessing RMDS

The *NSLDS–ISPF/PDF Primary Option Menu* controls access to the RMDS. Refer to Chapter 11 for detailed instructions on how to log on to the TSO environment and access the *NSLDS–ISPF/PDF Primary Option Menu* screen (Figure 13–1).

```
------------------ NSLDS - ISPF/PDF PRIMARY OPTION MENU --------------------
 OPTION  ===>

    0  ISPF PARMS  - Specify terminal and user parameters   USERID   - Z@Z
    1  BROWSE      - Display source data or output listings TIME     - 15:51
    6  COMMAND     - Enter TSO Command, CLIST, or REXX exec TERMINAL - 3278
    8  SDSF        - System Display and Search Facility     PF KEYS  - 12
    D  DOWNLOAD    - List data sets for download to PC      DATE     - 98/10/13
    P  PRF         - Platinum Report Facility               JULIAN   - 98.286
    Q  QMF         - Query Management Facility
    R  RMDS        - Report Management and Distribution System
    S  SORT        - Sort facility
    T  TUTORIAL    - Display information about ISPF/PDF
    X  EXIT        - Terminate ISPF using log and list defaults




 Enter END command to terminate ISPF.
```

Figure 13–1, NSLDS–ISPF/PDF Primary Option Menu Screen

Note: Option **P** (Platinum Report Facility) is no longer available to ED. Use QMF instead.

To access the RMDS *Main Menu* from the *NSLDS–ISPF/PDF Primary Option Menu* screen, follow these steps:

1. Type *R,* for the Report Management and Distribution System option, at the Option prompt and press **ENTER**. A Disclosure Statement is displayed.

2. Press **ENTER**. The *Main Menu* screen displays (Figure 13–2), and the cursor advances automatically to the Choice Entry field.

```
                             MAIN MENU

 TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
 THEN PRESS ENTER.

 SELECT OPTION . .   1. DISPLAY A REPORT                 TIME: 09:31
                     2. OUTPUT REPORT PAGES              DATE: 98/10/15
                     3. LIST REPORT VERSIONS                   98.288
                     4. CREATE NEW REPORT NAMES LIST
                     5. DISPLAY CURRENT REPORT NAMES LIST
                     6. SAVE LIST STRING
                     7. EXIT

 REPORT NAME  . . . .
   REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

 LIST STRING  . . . .
   NOT REQUIRED; USABLE WITH 4


 COMMAND ==>
```

Figure 13–2, Main Menu Screen

3. To select an option, type *1, 2, 3, 4, 5, 6,* or *7* and press **ENTER**.

   Type **1** to display a report.
   Type **2** to send pages from a report to output media.
   Type **3** to list the versions of a report.
   Type **4** to create a new Report Names list.
   Type **5** to display the current Report Names list.
   Type **6** to save the list string on the *Main Menu* screen.
   Type **7** to exit the RMDS.

   These options are described in detail in the remainder of this chapter.

13.2.2 Display a Report

You can use the Display a Report option to view the output of reports you are authorized to access. This option can help you decide whether to print or download a report's output by allowing you to review its contents first.

To use this option, you must know the name of the report you want to display. If you do not know the name of the report, you can use the Create New Report Names List option (Section 13.2.6) or Display Current Report Names List option (Section 13.2.7).

To use the Display a Report option, follow these steps:

1. On the *Main Menu* screen, type *1* in the Choice Entry field to the right of the Select Option prompt.

2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. The *Display a Report* screen (Figure 13–3) displays the report.

```
                           DISPLAY A REPORT
        REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
        REPORT TIMESTAMP: 1998-04-02-11.19.38                PAGE 1 OF 1096
                                                             MORE:     + >
        ------------------------------------------------------------------------


        CODE       TYPE    CNTL   NM
        ------     ------  ------ ---------------------------------------------------
        001001        6        1  AIR UNIVERSITY
        001002        6        1  ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
        001003        6        2  FAULKNER UNIVERSITY
        001003        6        2  FAULKNER UNIVERSITY
        001003        6        2  FAULKNER UNIVERSITY
        001003        6        2  FAULKNER UNIVERSITY
        001003        6        2  FAULKNER UNIVERSITY
        001004        6        1  UNIVERSITY OF MONTEVALLO
        001005        6        1  ALABAMA STATE UNIVERSITY
        001006        6        1  ALABAMA STATE UNIVERSITY MOBILE CENTER
        001007        3        1  CENTRAL ALABAMA COMMUNITY COLLEGE
        001007        3        1  CENTRAL ALABAMA COMMUNITY COLLEGE
        001007        3        1  CENTRAL ALABAMA COMMUNITY COLLEGE
        001007        3        1  CENTRAL ALABAMA COMMUNITY COLLEGE
        COMMAND ==>                                          SCROLL ==> FULL
```

Figure 13–3, Display a Report Screen

13.2.3 Search a Report

You can search for text in a *Display a Report* screen either manually, using the Scroll keys and the Scroll field, or automatically, using the Command prompt.

13.2.3.1 Scroll Field

You can use four function keys to scroll the report up, down, or sideways until you locate the information you want. These keys are:

- **F7**—Scroll up
- **F8**—Scroll down
- **F10**—Scroll left
- **F11**—Scroll right

By default, **F7** and **F8** scroll the report one screen at a time. You can change the scroll amount by tabbing to the Scroll field and replacing the default value FULL with another value:

- If you type *HALF* in the Scroll field, **F7** and **F8** scroll a half screen at a time.

- If you type *CSR* in the Scroll field, **F7**, **F8**, **F10**, and **F11** scroll to the cursor position.

- If you type *MAX* in the Scroll field, **F7** scrolls to the top of the page, and **F8** scrolls to the bottom of the page. Using **MAX**, you can only scroll within the current page.

- If you type a number in the Scroll field, **F7** scrolls backward the specified number of lines and **F8** scrolls forward the specified number of lines.

When you scroll through a report, asterisks denote the bottom of a page and not necessarily the bottom of the report. In other words, continue scrolling.

13.2.3.2 Command Prompt

You can move to specified pages or text by typing the Page and Find commands at the Command prompt.

13.2.3.2.1 Page Command

You can use the Page command to view any page in a report, as follows:

1. Press **TAB** to advance the cursor to the Command prompt.

2. Type *p,* followed by a space, followed by the **Number of the Page** you want to view, and press **ENTER**.

    For example, if you want to view page 15 of a report, type *p 15* at the Command prompt and press **ENTER**. The system displays page 15 of the report.

You can also use the Page command to move forward or backward a specified number of pages, as follows:

1. Press **TAB** to advance the cursor to the Command prompt.

2. Type *p,* followed by a space, followed by **A Number Preceded by a Plus (+) or Minus (-)** sign, and press **ENTER**.

    For example, if you want to move forward 11 pages, type *p +11* at the Command prompt and press **ENTER**. The report moves forward 11 pages. If you want to move backward 11 pages, type *p -11* at the Command prompt and press **ENTER**. The report moves backward 11 pages.

13.2.3.2.2 Find Command

The Find command is a general purpose tool for locating text in a report. To use the Find command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.

2. Type *f,* followed by a space, followed by the **Full or Partial Text** you are looking for, and press **ENTER**.

    For example, if you are looking for text that contains the word *junior,* type *f junior* at the Command prompt and press **ENTER**.

3. The system locates the first occurrence of the text you entered, and automatically scrolls until that text is on the second line of the data. An example of a successful search for the word *junior* is shown in Figure 13–4.

```
                            DISPLAY A REPORT
     REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
     REPORT TIMESTAMP: 1998-04-02-11.19.38                    PAGE 1 OF 1096
                                                              MORE:   - + >
 -------------------------------------------------------------------------------
   001014        5        2   DANIEL PAYNE COLLEGE
   001015        3        1   ENTERPRISE STATE JUNIOR COLLEGE
   001016        6        1   UNIVERSITY OF NORTH ALABAMA
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
   001018        3        1   GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTHA
   001018        3        1   GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTHA
   001018        3        1   GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTHA
   001019        5        2   HUNTINGDON COLLEGE
   001020        6        1   JACKSONVILLE STATE UNIVERSITY
   001021        3        1   JEFFERSON DAVIS COMMUNITY COLLEGE
   001021        3        1   JEFFERSON DAVIS COMMUNITY COLLEGE
   001021        3        1   JEFFERSON DAVIS COMMUNITY COLLEGE
   001021        3        1   JEFFERSON DAVIS COMMUNITY COLLEGE
 COMMAND ==>                                              SCROLL ==> FULL
```

Figure 13–4, Display a Report Screen (Successful Search)

If the text is found on the same screen the search was started from, the cursor will go to the selected data. If the matching text is not what you need, you can continue the search by pressing **F5** to repeat the Find command.

4. If the automatic search finds no matching text, the *Display a Report* screen displays the "DBNV404 SEARCH FOR FIND STRING FAILED" message, as shown at the bottom of Figure 13–5.

```
                              DISPLAY A REPORT
      REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
      REPORT TIMESTAMP: 1998-04-02-11.19.38                    PAGE 1 OF 1096
                                                         MORE:      + >
   ----------------------------------------------------------------------------


      CODE      TYPE     CNTL   NM
      ------    ------   ------  -------------------------------------------------
      001001       6        1   AIR UNIVERSITY
      001002       6        1   ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
      001003       6        2   FAULKNER UNIVERSITY
      001003       6        2   FAULKNER UNIVERSITY
      001003       6        2   FAULKNER UNIVERSITY
      001003       6        2   FAULKNER UNIVERSITY
      001003       6        2   FAULKNER UNIVERSITY
      001004       6        1   UNIVERSITY OF MONTEVALLO
      001005       6        1   ALABAMA STATE UNIVERSITY
      001006       6        1   ALABAMA STATE UNIVERSITY MOBILE CENTER
      001007       3        1   CENTRAL ALABAMA COMMUNITY COLLEGE
      001007       3        1   CENTRAL ALABAMA COMMUNITY COLLEGE
      001007       3        1   CENTRAL ALABAMA COMMUNITY COLLEGE
   DBNV404 SEARCH FOR FIND STRING FAILED
   COMMAND ==> f zebra                                      SCROLL ==> FULL
```

Figure 13–5, Display a Report Screen (Unsuccessful Search)

Specifying a Search Range

If you know that the data you want to locate is in a particular column or text area, you may want to limit the search to that column or text area. In this case, the RMDS ignores the same data if it is located in a different column or text area. You can define the column or text area by adding the beginning and ending character numbers of the range you wish to search to the Find command.

To determine these character numbers, you must use the ruler. The ruler shows the number of characters on each screen row. To activate the ruler in a display screen, type *COLS ON* at the Command prompt and press **ENTER**. (To deactivate the ruler, type *RES* at the Command prompt and press **ENTER**.) The system displays the ruler above the data (Figure 13–6).

```
                          DISPLAY A REPORT
     REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
     REPORT TIMESTAMP: 1998-04-02-11.19.38                    PAGE 1 OF 1096
                                                              MORE:    + >
   ---+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8


    CODE      TYPE    CNTL  NM
    ------    ------  ------ -------------------------------------------------------
    001001      6       1   AIR UNIVERSITY
    001002      6       1   ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
    001003      6       2   FAULKNER UNIVERSITY
    001003      6       2   FAULKNER UNIVERSITY
    001003      6       2   FAULKNER UNIVERSITY
    001003      6       2   FAULKNER UNIVERSITY
    001003      6       2   FAULKNER UNIVERSITY
    001004      6       1   UNIVERSITY OF MONTEVALLO
    001005      6       1   ALABAMA STATE UNIVERSITY
    001006      6       1   ALABAMA STATE UNIVERSITY MOBILE CENTER
    001007      3       1   CENTRAL ALABAMA COMMUNITY COLLEGE
    001007      3       1   CENTRAL ALABAMA COMMUNITY COLLEGE
    001007      3       1   CENTRAL ALABAMA COMMUNITY COLLEGE
    001007      3       1   CENTRAL ALABAMA COMMUNITY COLLEGE
   COMMAND ==>                                           SCROLL ==> FULL
```

Figure 13–6, Display a Report Screen with Active Ruler

The ruler displays a number every 10 characters. Therefore, "1" on the ruler occurs 10 characters from the left margin, "2" occurs 20 characters from the left margin, and so on. Between numbers, the "+" symbol occurs every five characters. The first "+" is at 5 characters, the second at 15, the third at 25, and so on. The "-" symbols stand for individual character positions.

To define a range of the screen to search, use the ruler to measure the character count at the beginning of the search range and at the end of the search range. Then append these two numbers to the basic Find command. For example, to search only the NM column in Figure 13–6 for the string *Auburn*, type *f AUBURN 25 75* and press **ENTER**.

An example of a successful search for the string *Auburn* using a column range is shown in Figure 13–7.

```
                          DISPLAY A REPORT
      REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
      REPORT TIMESTAMP: 1998-04-02-11.19.38                 PAGE 1 OF 1096
                                                            MORE:   - + >
   ---+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8
    001008        5        1   ATHENS STATE COLLEGE
    001009        6        1   AUBURN UNIVERSITY
    001010        5        2   BIRMINGHAM BAPTIST COLLEGE
    001011        9        9   BIRMINGHAM SCHOOL OF LAW
    001012        6        2   BIRMINGHAM SOUTHERN COLLEGE
    001013        3        1   JOHN C CALHOUN STATE COMMUNITY COLLEGE
    001013        3        1   JOHN C CALHOUN STATE COMMUNITY COLLEGE
    001014        5        2   DANIEL PAYNE COLLEGE
    001015        3        1   ENTERPRISE STATE JUNIOR COLLEGE
    001016        6        1   UNIVERSITY OF NORTH ALABAMA
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001017        3        1   GADSDEN STATE COMMUNITY COLLEGE
    001018        3        1   GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTHA
    001018        3        1   GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTHA
    COMMAND ==>                                              SCROLL ==> FULL
```

Figure 13–7, Successful Find Using Column Range

You can search for further occurrences of the string by pressing **F5** until you find what you need.

Header Hold Command

You can use the Header Hold command to cause specified screen lines to appear at the top of each screen as you scroll up and down, creating a permanent header. For example, you may want the column headings or other screen lines to remain visible as you scroll. To use the Header Hold command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.

2. Type *HDR **x,y,*** where x and y are the numbers of the first and last screen lines that you want in the header, and press **ENTER**.

    For example, if the column headings in a report are on screen line 4, you may want to create a header by typing *HDR **3,5*** at the Command prompt. This will cause screen lines 3, 4, and 5 to appear at the top of each screen as you scroll through the report.

To turn the Header Hold command off, type *HDR **RES*** at the Command prompt.

Column Hold Command

You can use the Column Hold command to hold a specified column on the screen while you scroll left or right. You can define the column area by adding the beginning and ending character numbers of the desired range to the Column Hold command.

To get these character numbers, you must use the ruler. The ruler shows the number of characters on each screen row. To activate the ruler in a display screen, type ***COLS ON*** at the

Command prompt and press **ENTER**. (To deactivate the ruler, type *RES* at the command prompt and press **ENTER**.)

To use the Column Hold command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.

2. Type *COL* **x,y,** where x and y are the character numbers at the beginning and end of the desired range, and press **ENTER**.

   For example, if you want the Code Numbers of the colleges to always be visible as you scroll to the left and right, you would type *COL 1,10* at the Command prompt and press **ENTER**. The Code column will remain on the screen as you scroll left and right.
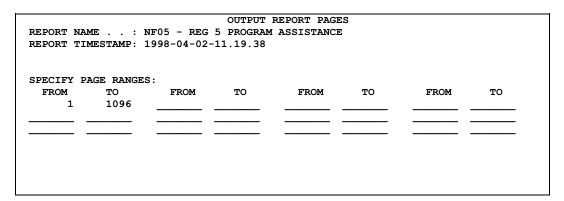
To turn the Column Hold command off, type *COL RES* at the Command prompt and press **ENTER**.

13.2.4 Output Report Pages

You can use the Output Report Pages option to send selected pages from a report to an output medium. To use this option, you must know the name of the report you want to access. If you do not know the name of the report, you can use the Create New Report Names List or Display Current Report Names List options to locate it.

To use the Output Report Pages option, follow these steps:

1. On the *Main Menu* screen, type **2** in the Choice Entry field.

2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. (The report name will automatically be filled in if you have selected the report using the Create New List Report Names (Section 13.2.6) or Display Current List Report Names (Section 13.2.7) options.) The *Output Report Pages* screen displays (Figure 13–8).

```
                        OUTPUT REPORT PAGES
  REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
  REPORT TIMESTAMP: 1998-04-02-11.19.38


  SPECIFY PAGE RANGES:
    FROM      TO        FROM      TO        FROM      TO        FROM      TO
       1     1096     _____   _____     _____   _____     _____   _____
  _____   _____     _____   _____     _____   _____     _____   _____
  _____   _____     _____   _____     _____   _____     _____   _____
```

Figure 13–8, Output Report Pages Screen

3. To select the pages you want, type the beginning and ending **Page Numbers** in the From and To columns and press **ENTER**. The *Batch Print Destinations* screen displays (Figure 13–9).

```
                        BATCH PRINT DESTINATIONS

  SELECT DESTINATION  ===>

     1 - DISKETTE - OUTPUT TO PC DISKETTE
     2 - DOWNLOAD - DOWNLOAD TO PC FILE
     3 - L3800    - VIRTUAL DATA CENTER HIGH SPEED PRINTER
     4 - RMT201   - FALLS CHURCH DEVELOPMENT OFFICE
     5 - TAPE     - DATA SET FOR TAPE DISTRIBUTION
     6 - WAN      - SEND TO T4 WAN MAILBOX
     7 - HP683    - NSLDS CUSTOMER SERVICE CENTER









   COMMAND==>
```

Figure 13–9, Batch Print Destinations Screen

4. To select an output media option, type *1, 2, 3, 4, 5, 6,* or *7* at the Select Destination prompt and press **ENTER**. A parameters screen displays (Figure 13–10).

```
                      ADDITIONAL PRINT PARAMETERS

 REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
 REPORT TIMESTAMP: 1998-04-02-11.19.38

 COPIES . . . 1              CHARACTER SET 1 . . D225   FCB . .
 PAGEDEF  . . L8060          CHARACTER SET 2 . .
 FORMDEF  . . S085           CHARACTER SET 3 . .
 PRMODE . . .                CHARACTER SET 4 . .









   COMMAND ==>
```

Figure 13–10, Additional Print Parameters Screen

5. Press **ENTER** to complete this procedure.

Selected pages can also be sent to output media using the Create New List Report Names List and Display Current Report Names List options.

The output media options are discussed in the following sections.

13.2.4.1 Output to Magnetic Tape

The Virtual Data Center (VDC) distributes output data on magnetic tape to authorized users at their authorized mailing address. Magnetic tapes are available in the following configurations:

- Cartridge (Default)
- 1600 bpi Reel
- 6250 bpi Reel

If you want tapes in any configuration other than the default, you must call the CSC at 1-800-999-8219 and ask the CSR to change your user profile to reflect the diskette or tape configuration you prefer.

13.2.4.2 Send to SAIG

SAIG (formerly Title IV WAN) users who want data transmitted to their SAIG mailbox for further analysis should choose the SAIG. For instructions on how to retrieve data from your mailbox, contact customer service.

13.2.4.3 Print

You can select to print your NSLDS reports on any printer listed on the *Batch Print Destinations* screen. Because they are unformatted data files, extracts cannot be printed or sent to the RMDS. Reports printed at the VDC are sent to your authorized mailing address.

13.2.4.4 Download to PC File

If you want to download data to your own computers for further analysis or formatting, select the Download to PC File option. Refer to Chapter 7 for instructions on using the Download function.

13.2.5 List Report Versions

You can use the List Report Versions option to view detailed information about different versions of reports stored on the system, including the number of pages in each version and the date and time it was generated. The List Report Versions option can help you decide which

report to access by allowing you to examine each version in detail before spending time printing or viewing the wrong one.

To use the List Report Versions option, you must know the name of the report you want to access. If you do not know the name of the report, you can use the Create New Report Names List (Section 13.2.6) or Display Current Report Names List (Section 13.2.7 below) option to locate it.

To access the List Report Versions option, follow these steps:

1. On the *Main Menu* screen, type *3* in the Choice Entry field.

2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. (The report name will automatically be filled in if you have selected the report using the List Report Names option.) The *List Report Versions* screen (Figure 13–11) displays the versions of the report:

```
                        LIST REPORT VERSIONS              Row 1 to 7 of 7
REPORT NAME . . : S011 - MIGRATION REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=OUTPUT),
  THEN PRESS ENTER.

ACTION        TIMESTAMP                    PAGES        STATUS
              1998-10-06-08.22.22            18
              1998-10-05-04.00.55            18
              1998-10-04-14.30.12            18
              1998-10-03-01.00.56            18
              1998-10-02-01.01.03            18
              1998-10-01-01.01.18            18
              1998-09-30-01.01.28            18
****************************** Bottom of data ******************************




 COMMAND ==>                                             SCROLL ==> PAGE
```

Figure 13–11, List Report Versions Screen

3. Use the detailed information about each version of the report you selected to determine which version to access. This screen lists in chronological order all versions of the report that you are authorized to view or print. It also shows the report name, date and time of storage, number of pages, and status.

4. Press **TAB** to advance the cursor to the Action column next to the version you wish to access.

5. Type *1* (Display) or *2* (Output) and press **ENTER**.

If you typed *1*, the selected version displays. See Section 13.2.2 for a discussion of the Display option.

If you typed *2*, the *Output Report Pages* screen displays. You can select pages from the version and send them to an output medium. See Section 13.2.4 for a discussion of the Output option.

You can also select versions of reports for display or output using the Create New Report Names List and Display Current Report Names List options.

13.2.6 Create New Report Names List

Use the Create New Report Names List option to view the names of the reports you are authorized to access. Before accessing a report online, you can use this option to view the names of available reports, and to determine whether multiple versions of these reports exist and where they are stored. The Create New Report Names List option can also help you decide whether to construct a new extract, or access and examine an existing report to see if it contains the needed information.

If there are a large number of reports, creating a new Report Names List can take a very long time. After you have created a new list, you can use the Display Current Report Names List, option 5 on the *Main Menu* screen, to quickly display the list without having to re-create it. (See Section 13.2.7, Display Current Report Names List.) The current list, however, will not contain any reports that have been added to the RDMS since the last new list was created.

To access the Create New Report Names List option, follow these steps:

1. On the *Main Menu* screen, type *4* in the Choice Entry field and press **ENTER**. The *List Report Names* screen (Figure 13–12) displays a list of reports.
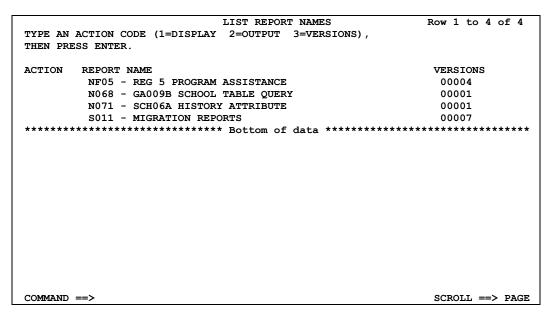
```
                         LIST REPORT NAMES              Row 1 to 4 of 4
  TYPE AN ACTION CODE (1=DISPLAY  2=OUTPUT  3=VERSIONS),
  THEN PRESS ENTER.

  ACTION    REPORT NAME                                 VERSIONS
            NF05 - REG 5 PROGRAM ASSISTANCE              00004
            N068 - GA009B SCHOOL TABLE QUERY             00001
            N071 - SCH06A HISTORY ATTRIBUTE              00001
            S011 - MIGRATION REPORTS                     00007
  ****************************** Bottom of data ********************************




  COMMAND ==>                                           SCROLL ==> PAGE
```

Figure 13–12, List Report Names Screen

2. Press **TAB** to move the cursor to the Action column to the left of the report you want to select.

3. Type *1* (Display), *2* (Output), or *3* (Versions).

4. Press **ENTER**.

   If you typed *1*, the report you selected displays. See Section 13.2.2, Display a Report, for a discussion of the Display option.

   If you typed *2*, the *Output Report Pages* screen displays. You can select pages from a report to be sent to one of the output media. See Section 13.2.4, Output Report Pages, for a discussion of the Output option.

   If you typed *3*, you can select a version of a report for display or output. See Section 13.2.5, List Report Versions, for a discussion of the Versions option.

List String Field

The *Main Menu* screen contains a field named List String. You can use this field along with the Create New Report Names List option to create a Report Names List that contains only those reports whose names begin with a specified string of characters. This feature is useful in two sets of circumstances:

1. If you want to display a list of all reports beginning with a particular string of characters, you can type the characters in the List String field followed by an asterisk.

2. If you cannot remember the exact name of a report, you can type the first few characters in the List String field followed by an asterisk.

In each case, the system will create a list of reports whose names begin with the specified characters.

13.2.7 Display Current Report Names List

If there are a large number of reports available on the system, creating a new Report Names List can take a very long time. After you have created a new list, you can use the Display Current Report Names List option to quickly display the list without having to re-create it. The current list, however, will not contain any reports that have been added to RDMS since the last new list was created.

13.2.8 Save List String

Use the Save List String option to save a character string entered in the List String field on the *Main Menu* screen. Character strings are used along with the Create New Report Names List option to create a Report Names List containing only those reports whose names begin with the specified string of characters. After you use the Save List String option, the *Main Menu* screen will continue displaying the character string until you change it and save it again.

See the discussion of the List String field in Section 13.2.6, Create New Report Names List.

13.2.9 Exit

Press the **F3** function key to move backward through the screens until you reach the RMDS *Main Menu* screen. From there, you can either use **F3** or option **7** on the *Main Menu* screen to exit the RMDS.